

Person Specification

Post Title:	Leadership Engagement Project Co-ordinator	Post No:	
Organisation Unit:	DVC - R&I		
Salary:	£23,500 p.a.	Date Compiled:	January 2020

Attributes	Essential *	Desirable
Knowledge	Demonstrate good working knowledge of Microsoft Office (including Office 365) products.	Familiarity with project management process and methodologies. Understanding of research in a university setting.
Skills	<ul style="list-style-type: none"> • Work proactively, autonomously and exercise judgement and initiative. • Being able to think 'outside the box'. • Ability to gather information and synthesise for learning and development purposes. • Use of a range of qualitative and/or quantitative methods. • Evaluate information and apply evidenced based approaches to problem solving. • Network effectively and work collaboratively. • Demonstrate excellent communication skills (verbal, written and in presentation). • Influence others through persuasion and negotiation. • Prioritise workload, exercise judgment, and meet deadlines. • Demonstrate strong organisational skills with attention to detail. • Demonstrate a creative approach to work. 	Ability to create multi-media resources.
Experience	<ul style="list-style-type: none"> • Experience of gathering and synthesising qualitative and/or quantitative data, and delivering and analysing reports/information. • Experience of working successfully in challenging and unfamiliar contexts. • Work independently and within a team, and deal with 	<ul style="list-style-type: none"> • Experience of working within a cross-disciplinary or mixed-disciplinary environment. • Wider experience, beyond academic discipline, for example: engagement in extra-curricular activities such as music, sport or volunteering. • Experience of creative activities- as a participant or audience

	<p>unforeseen issues in changing circumstances.</p> <ul style="list-style-type: none"> • Use a solutions-driven approach when dealing with unforeseen circumstances. • Experience of planning and organising: e.g. meetings, seminars, research groups and interviews. • Experience in preparing and presenting information (visual and verbal): e.g. in the form of updates, options for discussion. • Experience of managing a diverse workload. 	member.
Qualifications	NTU Graduate degree of 2:1 or above.	

*** Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check proof of eligibility to work in the UK**

Competencies	COMPETENCY - ESSENTIAL	LEVEL	COMPETENCY - DESIRABLE	LEVEL
	Team Working: Leads aspects of team work, seeking and implementing improvements to the team's outputs/service and developing colleagues within the team. Challenges self and others	2	Leading and Coaching: Displays high personal standards, gives and receives feedback and ensures that colleagues are aware of their roles and responsibilities. Leads by example.	1
	Customer Focus: Works to identify customer needs. Seeks feedback and develops service delivery accordingly. Influences and develops ideas to enhance customer satisfaction.	2	Creativity and innovation Seeks out, reviews and integrates new ways of working into role	1
	Communicating and Influencing: Communicates information effectively to a wide range of diverse stakeholders, influencing events.	2		
	Making informed decisions Uses analysis, reports and data to test the validity of options and assess the risk before taking decisions. Ensures optimum decisions are taken.	2		
	Organisation and Delivery: Plans time taking account of organisational priorities and other colleagues' work roles to achieve results	2		